Permitting System Help Guides

TOPIC: Accela Citizen Access (How to Check the Status of Your Record)

Accela Citizen Access (ACA) is the online tool for external public users to check the status of permits, conduct research, and apply for some records online (refer to specific business units for the ability to apply for a permit online). ACA is replacing the current online system Kiva Citizen Access and KivaNet Citizen.

Records and Services are segregated by department with each department having their own block of available services.
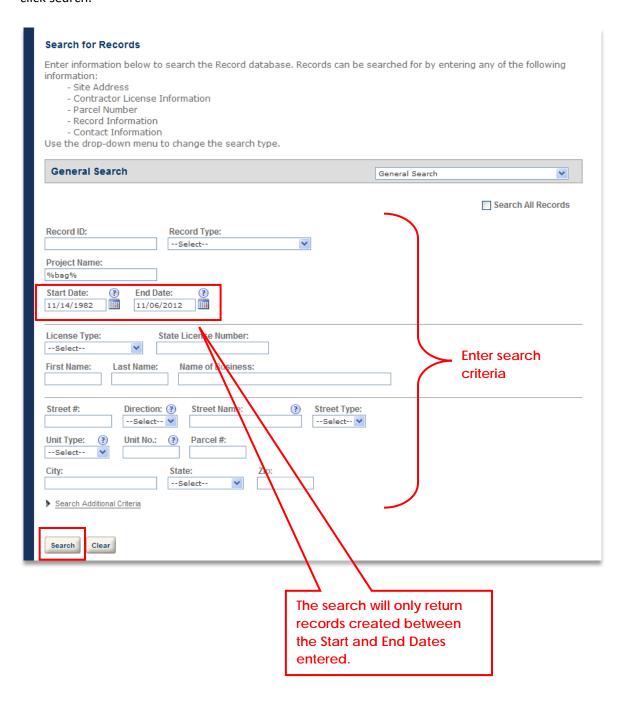
Directions:

Step 1: From the ACA Home Page click the "Search Applications" link in the department block where your record originated.

Step 2: Enter the record ID or any other available information regarding your record available in the search criteria and click search.

Search for Records

Enter information below to search the Record database. Records can be searched for by entering any of the following information:
- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Use the drop-down menu to change the search type.

General Search

General Search

☐ Search All Records

Record ID:

Record Type:
--Select--

Project Name:
%bag%

Start Date: ⑦   End Date: ⑦
11/14/1982   11/06/2012

License Type:
--Select--

State License Number:

First Name: Last Name: Name of Business:

Street #:   Direction: ⑦   Street Name: ⑦   Street Type:
           --Select--   --Select--

Unit Type: ⑦   Unit No.: ⑦   Parcel #:
--Select--

City: State: Zip:
           --Select--

▶ Search Additional Criteria

Search   Clear

Enter search criteria

The search will only return records created between the Start and End Dates entered.

Step 3: The records which match your search criteria will display at the bottom of the search screen. Select the record, by clicking on the record ID, of the record in which you need information. The record status will be displayed in the far right column of the record search results.

Step 4: After the record has been chosen you may review information regarding your record including conditions of approval, record specific information, contact information, paid and unpaid fees, scheduled inspections and inspection history, project workflow, documents attached to the record, related records, job valuation, and trust account information.

* Please note not all of the information above may be available for viewing depending on the department and record type you have chosen (not all records display all information).

Record Details

Project Description:

Model Phase
Cross street: Hunters Ridge Rd Description of
Work: Master plan for Map 15200 (TM5229-3)- 3
models Lots 1033,1034,1036 and Phase 1, 8
production units, Lots 880-886, 915 for Pulte Homes
"The Pines"

Record Specific Information

▼More Details

⊟ Contacts

Owner on Application information

Pulte Homes
27101 Puerta Real Ste 300
Mission Viejo, CA
Primary Phone:916-869-5004

No
No

PDS Plan Check Contact information

Neva Cobian
Pulte Homes
Primary Phone:858-614-5047
test@testtest.com

No
No

PDS Permit Contact information

George Contractor
Pulte Homes
Primary Phone:858-614-5047
test@testtest.com

No
No

Contact Information

⊟ Parcel Information

Parcel Number:
678-666-16-00

Paid and Unpaid Fees

▼ Fees

Outstanding:

Date	Invoice Number	Amount
11/07/2012	338026	$1.00
11/07/2012	338026	$8.20
11/07/2012	338026	$262.00
11/07/2012	338026	$60.00
11/06/2012	338025	$926.82

< Prev Additional Results: 1 2   Next >

Total outstanding fees: $331.20

Paid:

Date	Invoice Number	Amount
11/06/2012	338025	$0.15
11/06/2012	338024	$1,992.89
11/06/2012	338024	$641.00

Total paid fees: $2,634.04

▼ Inspections

Scheduled Inspections and Inspection History

Upcoming (1)

199 - FINAL
Scheduled on 11/06/2012
Estimated Arrival Timeframe: 08:30 AM - 10:00 AM
Inspector: Rusty Anderson

Actions ▼

Estimated Arrival Timeframe for Scheduled Inspections

Completed (3)
Cancelled - 1; Done - 1; Pass - 1

102 - BUILDING SITE INSPECTION - Result: Done
Inspector: Rusty Anderson | Date: 11/06/2012

View Details

113 - FOUNDATION/STEEL/HOLDOWNS/AB'S/1ST - Result: Pass
Inspector: Rusty Anderson | Date: 11/06/2012

View Details

126 - ROUGH MECHANICAL - Status: Cancelled
Cancelled by: Kimberly Martin on 11/07/2012 at 12:08 AM

View Details

▼ Processing Status

✳ ▼ Application Submittal
    Assigned to: TBD
    Status: Model Phase on 11/06/2012 by Kimberly Martin
▶ Plan Routing
    Review Conditions of Approval
✔ ▶ Permit Issuance

Project Workflow /Progression

Associated Project Documents

▼ Attachments

Record ID	Record Type	Entity Type	Type	Size	Latest Update	Description
PDS2012-TPHSPC-000046	Tract Phase Parent - Plan Check	Record	PDS-TEST-UAT_DOCUMENT	9.94 KB	11/06/2012	

Related Records Genealogy Tree

Links to Related Project Details

▼ Related Records

« Back to Directly Related Records

Record ID	Record Type	Project	Date	View
PDS2012-TMASPC-000016	Tract Master Parent - Plan Check	Log In	11/05/2012	View
PDS2012-TMODPC-000030	Tract Model - Plan Check		11/05/2012	View
PDS2012-TPHSPM-000127	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000128	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TMODPC-000031	Tract Model - Plan Check	Log In	11/05/2012	View
PDS2012-TPHSPM-000129	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000130	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TMODPC-000032	Tract Model - Plan Check		11/05/2012	View
PDS2012-TPHSPM-000125	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000126	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPC-000046	*Tract Phase Parent - Plan Check*	*Model Phase*	*11/05/2012*	
PDS2012-TPHSPM-000125	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000126	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000127	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000128	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000129	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000130	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPC-000047	Tract Phase Parent - Plan Check		11/05/2012	View
PDS2012-TPHSPC-000048	Tract Phase Parent - Plan Check	Log In	11/05/2012	View

Job Valuation for Building Records

▼ Valuation Calculator

Occupancy	Type	Quantity	Unit	Unit Cost	Job Value
Dwellings (1- or 2-Family)	VB	2500	SQFT	$135.34	$338,350.00
Miscellaneous	Patio Cover, Awning	200	SQFT	$21.00	$4,200.00

Total Job Value: $342,550.00

▼ Trust Account Information

Account Balance

Showing 1-1 of 1 | Download results

Description	Primary	Balance	Status
TEST TRUST ACCT	Y	$499,850.00	Active

More Information:

For information on how to conduct property research please see the Accela Citizen Access how to conduct research help guide.

Help Contact:

If you have additional questions on how to check the status of your record via Accela Citizen Access please contact the department where your record originated.

Department of Environmental Health: (858) 505-6700
Department of Public Works: (858) 232-6837 (Kamilah James)
Planning & Development Services: (800) 411-0017
Agriculture Weights & Measures: (858) 594-2739
Air Pollution Control District: (858) 586-2600